**Fund Development Manager**

Manuels River

7 Conception Bay Highway, Conception Bay South, NL

Full-time, Permanent

**Fund Development Manager**

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Newfoundland and Labrador.

Manuels River is a community based organization, our mission is to support sustainability, growing minds, and well being. We need passionate, high-performing and solution-oriented team members to achieve our mission; we have an exciting and challenging opportunity for the right candidate.

**Position Summary:**

The Fund Development Manager will contribute to an overall annual goal set by the Board. This role will report to the Executive Director. The Fund Development Manager is a person who is a professional and experienced fundraiser, passionate about the environment and community, results oriented and has a positive nature. The Fund Development Manager will play a key role in developing and implementing Manuels River’s individual and corporate Fundraising strategies.

**Primary Duties and Responsibilities:**

* Together with the Fund Development Committee and the Executive Director set funding priorities.
* Develop a phased, multi-year strategy and implement an individual giving program through direct mail, online donations, monthly giving, crowd-funding, third-party, and individual major gifts.
* Develop and implement a corporate giving program.
* Conduct research on individual and corporate funding prospects.
* Develop and implement a donor recognition and cultivation program.
* Manage and foster a relationship with your portfolio of donors and implement a moves management process with key donors.
* Develop all communication materials as required in collaboration with Communications - appeal letters, donor correspondence, case for support, etc.

**Qualifications:**

* Post-Secondary Degree or Diploma in a related field
* Minimum of 5 years’ experience and a proven record of success in raising funds for non-profit organizations from government and non-government sources.
* Knowledge and experience working with Grant Advance software is an asset
* Knowledge of Donor Bill of Rights and Fundraising Code of Ethics required
* AFP membership preferred
* Experience developing, implementing and/ or operation of a successful capital campaign
* Demonstrated abilities in strategic planning and problem solving
* Demonstrated abilities to work as a team player
* Demonstrated, well developed influencing, negotiating and sales skills
* Demonstrated ability and interest in working with and for diverse populations
* Ability to meet deadlines
* Strong writing, presentation and networking skills
* An understanding of budgets and financial reporting
* Fully literate in Word, Excel, Mail Chimp and one or more fundraising data base programs
* Outgoing, inclusive and welcoming in nature
* Resourceful, motivated and energetic
* Valid driver’s license and access to a vehicle
* Overtime as required.

This position description reflects the general duties of the position, but is not intended to be a detailed description of all duties that may be inherent in the position.

This position offers a comprehensive benefits package. Salary will be commensurate with experience and qualifications

Benefits:

* Dental care
* Discounted or free food
* Employee assistance program
* Extended health care
* Life insurance
* On-site parking
* Vision care

Schedule:

* Monday to Friday
* Overtime
* Weekend availability

Application deadline: 2022-03-28